



DHS/DFCS – Admin Support Supervisor

Job Number:
0018408

Job Posting: December 7, 2016

Closing Date: Until Filled

Primary Location: GA- Columbia Co– Appling

Number of Openings: 1

Job: Social Services

Shift: Day Job

SALARY: Pay Grade: F

Salary Range: \$22,519.63 - \$32,170.90

(Salary Commensurate with Experience)

Current Georgia state government employees will be subject to State Personnel Board rule provisions.

The Georgia Division of Family and Children Services (DFCS), a division of the Georgia Department of Human Services, investigates reports of child abuse; finds foster and adoptive homes for abused and neglected children; issues SNAP, Medicaid, TANF and childcare assistance to low-income families; helps out-of-work parents get back on their feet; and provides numerous support services and innovative programs to help families in need.

DFCS is working to implement significant child welfare reform through the Blueprint for Change plan, which is the Division's roadmap to improving the lives of the children and families we serve. It is about strong practice, a committed workforce and the authentic internal and external engagement with our staff and the community. The Blueprint for Change has three pillars:

- Practice Model: Adoption of a practice model that will serve as the foundation to keep kids safe and strengthen families; and inclusion of guiding principles, vision and mission statement.
- Robust Workforce Development: Increased staffing and expertise for Child Welfare and Family Independence; research-based caseload ratios; mentoring for supervisors; improved compensation based on proven competency; and development of a career path.
- Constituent Engagement: Creation of advisory boards at state, regional and local levels; organized "roadshows" to engage the public, local stakeholders and media; and build consensus and collaboration among partners, staff, and stakeholders.

DFCS is seeking candidates for the position of **Admin Support Supervisor**. This position reports to the County Director and will be based in Appling, Georgia located in Columbia County. The successful candidate will be motivated and passionate about changing the lives of children and families, brings a deep knowledge of child welfare and foster care placement services from a public/private perspective. The incumbent will be able to work in partnership with stakeholders to achieve the mission, vision and Blueprint for Change of the Division.

Job Summary & Responsibilities:

Under general supervision, the Admin Support Supervisor:

- Supervises, guides and/or instructs the work assignments of subordinate staff.
- Performs a variety of general secretarial, clerical and administrative support functions/processes or a few specialized or essential clerical functions in support of a unit or office and related personnel.
- Enters data and/or process documents and records.
- Operates standard office equipment.
- Provides secretarial and administrative support to an upper-level manager.
- Supervises and plans work of assigned office clerical support staff.
- Supervises support and/or lower level employees.
- Uses independent judgment and initiative to perform administrative, clerical and secretarial duties in support of an individual employee or group of employees.
- Performs job responsibilities with minimal supervision

Core Competencies:

- Computer skills
- Ability to maintain routine clerical records
- Ability to maintain and update filing, inventory and mailing system
- Ability to perform basic bookkeeping and banking transactions
- Ability to prepare all related reports
- Ability to operate all office machines
- Ability to work independently

DHS provides services to ensure the health and welfare of all Georgians. In the event of an emergency, any employee may be required to assist in meeting the emergency responsibilities of the department

Qualifications:

- High school diploma or GED AND Two years of experience required at the lower level Admin Support 3 (GSS082) or position equivalent. Must show ability to lead or supervise a team.

Preferred Qualifications

Preference will be given to candidates who, in addition to meeting the minimum qualifications, demonstrate some or all of the following skills/experience:

- Knowledge of computer hardware and/or software appropriate to the position. Ability to manage resources of the office or unit, including financial and/or material management (includes such duties as preparing or justifying budgets, ordering supplies from vendors, or preparing inventories of supplies and material on hand).

Note: Educational achievement does not substitute for required case management experience.

Note: Candidates selected for an interview will be expected to discuss the content of the “Life as a Georgia Case Manager” video. Interested applicants should refer to the Related Links section of <http://www.dhsjobs.org> to view this video prior to applying for the position.

Benefits:

In addition to a competitive salary, DHS offers a generous benefits package, which includes employee retirement plan; paid holidays annually; vacation and sick leave; health, dental, vision, legal, disability, accidental death and dismemberment, health and child care spending account. Visit <http://team.georgia.gov/> for more information.

GEORGIA ON MY MIND: *It Doesn't Get Any Better Than This!*

Georgians enjoy a quality of life that would be hard to find in any area across the nation. Lower taxes and a lower cost of living enable you to do more with the money you make and maintain a higher standard of living.

Within Georgia you will find an unlimited supply of recreational and cultural opportunities. Enjoy boating, camping, fishing, golf, hiking, picnicking, swimming, tennis or just relaxing against Georgia's many scenic backdrops. Georgia is a 57,906 square-mile playground filled with natural beauty and immaculate resources. From the mountains to the coast from ballet to baseball, Georgia offers you a livability and quality of life that can help you achieve your dreams.

You're Really Going to Like Columbia County

Columbia County is located along the Savannah River and close to Augusta GA. Columbia has wonderful natural resources which include several miles of cycling and hiking trails, the head gates of the historic Augusta Canal Heritage Area and the fall line between the Piedmont and Coastal Plain as it crosses the Savannah River. Clarks Hill Lake is the largest man-made lake east of the Mississippi River and one of the premiere bass fishing destinations in the Southeast. Columbia is also home to the International Disc Golf Center. Come to Columbia County. You're sure to like it. For more information about Columbia County, please visit www.visitcocoga.com

Criminal Background Checks/Applicant Privacy Rights

All applicants may be subject to a drug screen and may be required to submit fingerprints to check for the existence of criminal history information through the Georgia Bureau of Investigation and the Federal Bureau of Investigation. Applicants have the right to challenge the contents of any criminal history record obtained for the purpose of employment with DHS. For an explanation of these rights, please read, "Applicant Privacy Rights" at:

http://gbi.georgia.gov/sites/gbi.georgia.gov/files/related_files/document/ApplicantPrivacyRights.pdf

Due to the volume of applications received, we are unable to provide information on application status by phone or e-mail. All qualified applicants will be considered, but may not necessarily receive an interview.

Selected applicants will be contacted by the hiring agency for next steps in the selection process. Applicants who are not selected will not receive notification. Former DHS employees must be eligible for rehire in order to be considered for the position.

This position is subject to close at any time once a satisfactory applicant pool has been identified.

The Georgia Department of Human Services (DHS) provides a wide range of human services designed to promote self-sufficiency, safety and well-being for all Georgians. The department is one of the largest agencies in state government with an annual budget of \$1.8 billion and nearly 9,000 employees. DHS is comprised of three Divisions: the Division of Aging Services, the Division of Child Support Services, and the Division of Family and Children Services.